EMA / SSB Authorised User Access Request (Schools)

Please complete all details, Principal must authorise the request (details and signature below) and fax to 03 9637 2636. Once set up, a confirmation email will be sent to the User.

NOTE that users in the EMA School Approver role can add and delete users in the School Administrator role at their school within the EMA system without having to submit this form.

Date Requested: 

School Number:  

School Name:  

School Type: Government [ ] OR Non Government (*) [ ]

Role: School Approver [ ] This access gives the user the ability to endorse and authorise applications, and maintain School Administrator users at their school

School Administrator [ ] This access gives the user the ability to add and modify applications

School Start Bonus (Vouchers) access required: [ ] This access gives the user the ability to print School Start Bonus vouchers

User Details: User ID:  

(Edumail Login ID for Government Schools OR Eduweb Login ID for Non Government Schools OR second account access (*)

Name:  

Email:  

Phone:  

Are you already set up at another school to use the EMA Web System? Yes [ ] No [ ]

If yes, please provide other School Name and Number:  

Does the above access (other school) need to be retained? Yes [ ] No [ ]

Principal Details: Name:  

Email:  

Phone:  

Signature:  

Department Use Only

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(*) New Users at Non Government Schools require an Eduweb Login to be created BEFORE submitting this form. Instructions are at http://www.education.vic.gov.au/management/financial/ema. Select “Forms” at the left, then select “Creating a new Eduweb Account” (bottom of page).

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